



CITY OF FORT LAUDERDALE

**APPROVED**  
**Meeting Minutes**  
**City of Fort Lauderdale**  
**Community Services Board**  
**February 8, 2021 – 4:00 P.M.**  
**Virtual Meeting via Zoom**

**October 2020-September 2021**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
April Kirk, Chair	P	4	0
Marisol Simon, Vice Chair	P	3	1
Pamela Aiken	P	3	0
Yana Bannikova	A	1	2
Elizabeth Cupido	P	4	0
Christina Disbrow	P	4	0
Mary Kinirons	P	4	0
Christi Rice	P	4	0
Shackera Scott	P	3	0
Terra Sickler	P	3	1
Dana Somerstein	P	2	2

**Staff Present**

Eveline Dsouza, Senior Administrative Assistant, Housing and Community Development  
Simone Flores, CDBG Grants Administrator  
Jamie Opperee, Recording Secretary, ProtoType, Inc.

**Communication to the City Commission**

None.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

- **Quorum Requirement – As of February 3, 2021, there are 11 appointed members to the Board, which means 7 constitutes a quorum**

Chair Kirk called the meeting to order at 4:00 p.m. Roll was called and the Pledge of Allegiance was recited.

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

**III. APPROVAL OF MINUTES – JANUARY 11, 2021**

**Motion** made by Ms. Kinirons, seconded by Ms. Disbrow, to approve. In a voice vote, the **motion** passed unanimously.

**IV. CDBG UPDATES**

Ms. Flores reported that 2020-2021 Community Development Block Grant (CDBG) expenditures remain on track despite the COVID-19 pandemic.

## **V. NEW CDBG APPLICATION REVIEW PLATFORM – SUBMITTABLE**

For fiscal year (FY) 2021-2022, the Submittable platform will be used for the paperless submission, acceptance, and review of CDBG applications. This platform has been used by the City's Budget Advisory Board to review nonprofit applications. The CDBG application deadline is February 26, 2021. Only prospective applicants who attended the organizational meeting on January 11, 2021 have been pre-screened for use of the system.

The Board members will receive emails before the next scheduled meeting, inviting them to create Submittable accounts. Reviews will be submitted directly on the platform. Technical questions may be answered within 24 hours by submitting a form.

Ms. Flores briefly reviewed how Community Services Board (CSB) members may use the Submittable platform and the scoring system. Once complete, members are asked to submit their reviews to Staff prior to the April 12 meeting. Ms. Flores advised that she would find out whether or not members will be able to revise their scores within the system after applicants have made presentations.

Chair Kirk requested that the members be provided with a list of the scoring criteria for CDBG applications.

## **VI. HOPWA UPDATES**

Ms. Dsouza stated that she hopes to add Housing Opportunities for Persons with HIV/AIDS (HOPWA) program applications to the Submittable platform as well. Because these applications may contain sensitive information, the City's Procurement and Legal Offices are reviewing whether or not the platform is appropriate. A scoring sheet for HOPWA applications will be provided to the Board members via email.

Reserve contracts have been sent to the City Manager for approval. HOPWA agencies have submitted their budgets and contracts are expected to be executed within the week. No HOPWA items are scheduled to go before the City Commission for approval at present. Board members have received three-year expenditure summaries for HOPWA agencies.

Ms. Kinirons requested clarification of what typically becomes of the remaining balance from the previous two fiscal years. Ms. Dsouza replied that the contracts address balances from previous funding years. This year's reserve contracts also include remaining funds provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

**VII. GOOD OF THE ORDER**

None.

**VIII. PUBLIC COMMENTS**

Francisco Gomez, representing Care Resource, reported that the agency is offering a food voucher for clients in the Ryan White Program. The voucher provides \$45 per week for six weeks. Care Resource is also providing COVID-19 second vaccinations and hopes to receive another allocation of vaccine in the coming weeks.

**IX. ITEMS FOR THE NEXT AGENDA**

Ms. Flores advised that discussion of the CDBG review process will begin at the next meeting.

**X. COMMUNICATIONS TO CITY COMMISSION**

None.

**XI. ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting was adjourned at 4:30 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, ProtoType, Inc.]